



SHERRI R. CARTER
District Court Executive and
Clerk of Court

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**
WESTERN DIVISION
312 North Spring Street, Room G-8
Los Angeles, CA 90012
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Santa Ana, CA 92701-4516
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EASTERN DIVISION
3470 Twelfth Street, Room 134
Riverside, CA 92501
(909) 328-4450

To: Counsel of Record

Re: Ordering and Designation of Reporter's Transcript (Civil & Bankruptcy Cases)

The following information is provided to assist you in the preparation of the appeal.

I. Payment of the Filing and Docket Fees

Federal Rules of Appellate Procedure require the United States District Court Clerk to collect all filing and docket fees (\$5.00 and \$250.00 respectively) when a Notice of Appeal is filed. One check may be submitted in the amount of \$255.00 payable to Clerk, U.S. District Court, and **forwarded to this office, not the U.S. Court of Appeals**. Effective January 3, 2002, the Clerk's Office will accept business or corporate checks for filing fees and for miscellaneous fees. Checks drawn on business or client trust accounts will continue to be accepted for filing and miscellaneous fees; however, **no personal checks or checks drawn on non-business** accounts will be accepted from either attorneys or the public. We will continue to accept all federal, state, and local government issued checks, as well as blank certified checks and U.S. Postal Service money orders. An appeal is subject to immediate dismissal if the U.S. Court of Appeals docket fee is not paid by the appellant upon the filing of the Notice of Appeal or immediately thereafter.

II. Ordering and Designating Reporter's Transcript (9th Circuit Local Rule 10-3.1 Revised as of July 1, 1997.)

Effective July 7, 1989, the ordering and designating of reporter's transcripts must be completed within 30 days of the filing of the Notice of Appeal in the District Court in accordance with Federal Rules of Appellate Procedure 10(d).

- A. Motion to supplement the record with additional transcript designations are to be filed with the Court of Appeals.
- B. The District Court cannot file late designations without an order from the **Court of Appeals**.
- C. The court reporter **cannot** accept further designations of reporter's transcripts for purposes of the appeal other than the appellant's original, unless the Court of Appeals has granted leave to do so.

III. Certification of Record

Upon filing of the reporter's transcript or upon receipt of notice that a transcript will not be ordered, the U.S. District Court will forward the Certificate of Record to the U.S. Court of Appeals. The U.S. Court of Appeals will then notify counsel of the briefing schedule.

If you have any questions, you may come to this office or call the Appeals Section at (213) 894-3570, 8:30 a.m. to 4:00 p.m.

Clerk, U. S. District Court

By _____
Deputy Clerk